

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
FOOD DISTRIBUTION PROGRAM ON INDIAN RESERVATIONS (FDPIR)

FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE)

REQUEST FOR APPLICATIONS (RFA)

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Funding Period: April 2013 to March 31, 2014

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INTRODUCTION

Since 2008, the USDA Food and Nutrition Service (FNS) has provided funding to Indian Tribal Organizations (ITOs)/State agencies (SAs) for nutrition education services to Food Distribution Program on Indian Reservations (FDPIR) participants and FDPIR-eligible participants. FNS expects to award administrative funding totaling approximately \$1 million in fiscal year (FY) 2013 for FDPNE projects. FNS will award as many applications as possible, based on application quality, the total available funds, and the amounts requested by the applicants. The submission of an application does not guarantee funding.

AUTHORIZING PROGRAM LEGISLATION

The Supplemental Nutrition Assistance Program (SNAP), authorized by the Food and Nutrition Act of 2008, Public Law 110-246, authorizes FNS to award funds to FDPIR to conduct nutrition education activities for FDPIR and FDPIR-eligible participants.

WHO MAY APPLY

ITOs and SAs that administer FDPIR may apply individually or as a consortium (e.g., as a region or a regional nutrition advisory council). A current FDPIR allowance holder (i.e., an entity that has a direct agreement with FNS to administer FDPIR) must submit the application. If one or more ITOs wish to apply as a consortium, one ITO must be designated as the lead agency and apply on behalf of the other ITOs. The lead agency is responsible, fiscally and operationally, for the overall administration of the project.

PROJECT GRANT PERIOD

FNS expects to award funds by mid- April 2013. The performance period is approximately one year from the date of award. Agencies must complete all project activities and obligate funds by **March 31, 2014**.

Grantee agencies must liquidate all obligations incurred under the award no later than 90 days after the end of the funding period, or by June 30, 2014.

PROGRAM REQUIREMENTS FOR 2013 - IMPORTANT INFORMATION!

Please read the entire RFA carefully and follow all directions. Important information for applying in FY 2013 is below.

1. FDPNE projects must model the principles documented in FY 2013 SNAP-Ed Guidance, promote the healthy foods offered in FDPIR, and support the Dietary Guidelines for Americans 2010. Recently, SNAP-Ed revised its guidelines. In addition to nutrition education, projects may include allowable physical education activities. Physical activity demonstrations, promotion, and referrals must include a nutrition-related message based on the Dietary Guidelines for Americans 2010. For more information, visit <http://snap.nal.usda.gov/national-snap-ed/snap-ed-plan-guidance-and-templates>.
2. You may choose up to two goals for your project. One of the goals must be a nutrition goal. If you choose the physical activity/education goal, the activity must include a nutrition message.
3. Data Collection: All projects are required to document the number of people who benefited from the activities and services, and provide this information in the Progress and Final Reports. It is a good

idea to begin collecting this information when project activities begin. See page 11 for more information and due dates for the Progress and Final Reports.

4. Nutrition and physical education incentives and reinforcement materials given to FDPNE participants must convey nutrition messages and promote good nutrition and physical activity practices. The items:
 - a) Must have a direct relationship to project goals and objectives; and,
 - b) Be of nominal value of \$4.00 or less per item
5. FNS shall apply the general rules for determining allowable and reasonable costs, as described in Federal regulations. Items that would be considered not allowable include: celebratory items and items designed primarily as staff rewards; items that are not reasonable or necessary and/or have no nutrition education message.
6. All applicants (First time applicants and applicants funded in the past) use the same application to apply.
7. Under Federal regulations (OMB Circular A-87) any material developed under this grant may be copyrighted, however, the Federal government retains a royalty free right to use and to authorize others to use the material. This applies to any material developed whether it is copyrighted or not.

PROJECT COLLABORATION

FNS encourages ITOs and SAs to work with other ITOs or SAs, other FNS programs that serve FDPIR participants and other nutrition education providers when designing and implementing FDPNE projects. Other agencies include, but are not limited to, Indian Health Service, Tribal colleges, Cooperative Extension, and Let's Move in Indian Country. Please provide written agreements or letters from the cooperating agencies (e.g., Memorandum of Agreement) for all collaborative projects. **Applications submitted without written agreements from cooperating agencies or sub-grantees will be deemed unresponsive and not forwarded for consideration of a grant.**

MATCHING FUNDS REQUIREMENT

ITOs and SAs must provide a 25 percent match of the total amount of funds spent on FDPNE. When ITOs and/or SAs apply as a consortium, the matching funds may come from one or more of the consortium members, but must be 25 percent of the total project funding. FNS will consider compelling justification to waive the match requirement, completely or in part. For more information, please see FNS Instruction 716-4 at http://www.fns.usda.gov/fdd/forms/fns_instructions.htm. **NOTE: Any federal grant funds used to provide the ITO share of the cost of this grant must be from grants that allow their use as state or local match.**

HOW TO SUBMIT APPLICATIONS - IMPORTANT!

- **E-mail:** send the application to fdd-psb@fns.usda.gov.
IMPORTANT! The subject line of your e-mail should read, FY 13 FDPNE APPLICATION.
- **Fax:** (703) 305-2964, Attention: Akua White
- **Hand deliver or mail /Express mail copies of your application to:**

Akua White, MS, RD, Nutritionist
USDA Food and Nutrition Service
Food Distribution Division
3101 Park Center Drive, Room 508
Alexandria, VA 22302

(703) 305-1126, Akua.White@fns.usda.gov

FNS will accept one application from each organization or consortium.

APPLICATION DUE DATE

Applications are due by 11:59 PM, Eastern Time on **March 4, 2013**. **Applications received after the deadline date will be deemed ineligible and will not be reviewed or considered.** FNS encourages applicants to submit their applications as early as possible.

APPLICATION CONTENT AND FORMAT

Applicants must submit all required application content and forms.

FNS strongly recommends using Appendix A, the application content template, to prepare an application. Appendix A begins on page 15 of this RFA. You may type directly onto the template pages before uploading the content at the Grants.gov Website. Use 8 ½" X 11" white paper with at least 1-inch margins on the top and bottom. All pages should be single-spaced using 12-point font.

If you do not use the template, you must include items below in your application. Your application must not exceed 10 pages excluding forms and agreements.

1. Cover Sheet (one page)
2. Organization Information (one page)
3. Project Summary (one page)
4. Goals (one page)
5. Project Activities and Timeline (Note: Applicants must provide the number of participants expected to benefit from each activity (up to three pages))
6. Progress and Success Chart (one page)

7. Budget Narrative: We strongly suggest using the budget narrative worksheet provided in Appendix A on page 21 to provide this information. (up to two pages)
8. All applicants must complete the following required grant application forms.
 - a) Application and Instruction for Federal Assistance (SF-424)
 - b) Budget Information and Instruction (SF-424A)
 - c) Assurance-Non-Construction Programs (SF-424B)
 - d) Certifications: Your application must include a Certification Regarding Lobbying, and, if required by paragraph two of the Certification Regarding Lobbying, Disclosure of Lobbying Activities (SF-LLL).

Budget forms are available at

<http://www.fns.usda.gov/fdd/programs/fdpi/default.htm> by clicking on [FDPIR Nutrition Education Grant and Award Information](#).

9. Data Universal Numbering System (DUNS). Applicants of Federal Government awards are required to have DUNS numbers. Contact Dun & Bradstreet at 1-800-234-3867 to register for a number. There is no charge. The DUNS tracks and identifies applications for Federal assistance. Use the DUNS number of the lead agency if applying as a consortium. You must record your DUNS Number on your Standard Form (SF) 424.
10. Most recent Approved Indirect Cost Agreement.
11. Attachments as needed, for example:
 - a) **Copies of sub-grantee agreements (if appropriate). Sub-grantees must sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the Sub-grantee. Submit the agreement with your application.**
 - b) **Copies of Memoranda of Understanding with partners (if appropriate)**
 - c) **Statement requesting waiver of the match requirement**

NOTE: Applicants must provide all required forms and content. Applications submitted without the following supporting content and documents by the application due date will not be considered responsive and will not be forwarded to the panel for review:

- **Selection of goal(s)**
- **Selection of activities proposed**
- **Progress and Success Chart**
- **Copies of sub-grantee agreements (if appropriate)**
- **SF-424A**
- **Budget Narrative**

EXAMPLES OF ACTIVITIES AND SERVICES THAT MAY BE FUNDED THROUGH FDPNE

1. Nutrition Classes – The primary purpose of the class must be to provide nutrition education to FDPIR participants and potentially eligible persons. Relevant topics include, but are not limited to:
 - a) Meal planning;
 - b) Food portions;
 - c) Selection of healthful snack foods from vending machines;
 - d) Healthful cooking; and
 - e) Food safety.

Note: When FDPIR participants or potentially eligible persons are not the primary target of a nutrition class or the nutrition education is provided in conjunction with another program (e.g., SNAP-Ed, WIC, IHS Diabetes Prevention), FDPNE may fund the pro rata share of the class that includes FDPIR participants. For example, if a nutrition education class has 100 participants and 25 students are FDPIR eligibles, FDPNE funds may cover 25 percent of the cost.

2. Nutrition Education Materials – Materials, supplies, and resources needed to conduct nutrition education activities and classes.
3. Nutrition and Physical Education Reinforcement Items and Incentives – Includes refrigerator magnets, measuring cups, measuring spoons or other items of nominal value that reinforce an important nutrition message. **NOTE: FNS policy does not authorize spending more than \$4.00 each for these items.**
4. Gardening Projects – Gardening is a beneficial project that leads to the economical production and subsequent consumption of fresh fruits and vegetables. Educational supplies, curricula, and staff salaries to teach gardening concepts that reinforce the beneficial nutrition aspects of gardening are allowable costs. However, the cost for the rental or purchase of garden equipment (e.g., fertilizer, tractors), the purchase, or rental of land for garden plots, seeds, plants, and other gardening supplies can only be allowable costs if they directly relate to the provision of nutrition education.
5. Local radio and television spots – Local public service radio, television announcements, and ads that promote nutrition education events for FDPIR participants and potentially eligible persons.
6. Physical Education Activities or Promotion Materials – Physical education activities and demonstrations that include nutrition messages on healthful eating behaviors. Information on local sites where FDPIR participants and eligible participants can access a diverse range of low or no-cost activities appropriate for different ages and physical abilities. A nutrition message must accompany activities that promote the benefits of physical activity.
7. ChooseMyPlate.gov Promotion – Instruction to FDPIR participants and potentially eligible persons on accessing ChooseMyPlate.gov. Provision of a dedicated work area (with Internet access) for individuals to use at the FDPIR facilities or collaboration with Tribal schools, libraries or other facilities for participant access to a work area with Internet access.

EXAMPLES OF ITEMS THAT WILL NOT BE FUNDED THROUGH FDPNE

1. Food Purchases – Food purchases are not allowable unless used for recipe/taste testing or demonstration purposes such as samples provided in nutrition education activities. Any request for funds to purchase food must describe how the project intends to use the food for nutrition activities. Purchasing food for distribution to FDPIR participants as a supplement to their monthly food package or as refreshments during a nutrition education activity is not allowable. Serving community meals using FDPNE funds is not allowable.
2. Door Prizes or Giveaways – FNS policy prohibits spending Federal funds on prizes or giveaways.
3. Health Screenings – Health screenings, such as diabetes and blood pressure checks, are not funded through FDPNE unless integral to an allowable nutrition education activity. For example, blood pressure screenings would be allowable if used as a means to encourage members of the target audience to participate in a nutrition education class on reducing sodium intake.

APPLICATION REVIEW

FNS will use the following criteria to review applications.

- 1) FNS will pre-screen all applications to ensure that they contain the required documents and information. If an application does not include all appropriate information, FNS will consider the application to be non-responsive and will eliminate it from further evaluation. **FNS will not consider additions or revisions to applications after submission.**
- 2) FNS will apply the general rules for determining allowable costs, as described in OMB regulations, paramount among which are the reasonable and necessary cost tests.
- 3) After the panel evaluates and scores each proposal, it will rank the proposals numerically, based on the total score received for each application.

The panel will provide recommendations for funding to the selecting official. The selecting official may follow the panel's recommendation without amendment, or may consider other factors, such as geographic, demographic, or socioeconomic diversity, or agency priorities, in addition to the panel's recommendations. Additionally, FNS may select one or more lower ranked applications to diversify the focus area topics and regional representation. In general, FNS will consider awards based on proposals' rankings until available funds are committed. FNS does reserve the right to fund the applications out of rank order as discussed in this RFA.

There will be one opportunity to respond to a request for clarification. Provide the most complete and accurate information possible. Contact Akua White by email at akua.white@fns.usda.gov before responding if you are unsure of the type of information needed.

FNS reserves the right to use this solicitation and competition to award additional grants in the next fiscal year should additional funds be made available.

EVALUATION FACTORS AND CRITERIA

The following selection criteria evaluate the merit of applications.

1. Project Design and Implementation (40 points)

- a) Goals are clearly identified and appropriate for the proposed project. The applicant followed directions in the RFA for selecting goals, activities, and timeline. Activities are reasonable and appropriate for proposed goals.
- b) Timeline appears reasonable and feasible given proposed activities.
- c) The application documents methods that will determine progress and successes and the number of participants reached through activities.
- d) The method(s) selected to monitor progress and success is sufficient to determine if goals and objectives are accomplished.

2. Budget Appropriateness (40 points)

- a) The budget narrative is included and provides all of the details needed to determine how funds will be spent, and for which activities.
- b) The budget is consistent with project goals and activities.
- c) Calculations of all costs, including the match requirement, are correct.
- d) Funding requested is allowable, economical, and reasonable in relation to the proposed scope and effort of the proposed project.

3. Need, Originality, Creativity, and Cultural Appropriateness (20 points)

- a) The ITO/SA documented the target audience. The target audience is appropriate.
- b) Proposed project is original and creative as documented in the Project Summary.
- c) The ITO documented how it will continue these activities after the funding period ends.
- d) The application demonstrates efforts to include other nutrition education partners such as the Indian Health Service and Let's Move in Indian Country.

CONFIDENTIALITY OF AN APPLICATION

When an application results in an award, it becomes a part of the record of FNS transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be not released to the public. An application may be withdrawn at any time prior to the final action thereon.

CONFLICT OF INTEREST AND CONFIDENTIALITY OF THE REVIEW PROCESS

The agency requires all panel reviewers to sign a conflict of interest and confidentiality form to prevent any actual or perceived conflicts of interest that may affect the application review and evaluation process. Names of applicants, including States and tribal governments, submitting an application will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of the reviewers will remain confidential throughout the entire process. Therefore, the names of the reviewers will not be released to applicants.

AWARD NOTICE

Unless an applicant receives a signed award document with terms and conditions, any contact from a FNS grants or program officer should not be considered as a notice of a grant award. No pre-award or pre-agreement costs incurred prior to the effective start date are allowed unless approved and stated on FNS' signed award document.

The Government is not obligated to make any award as a result of this RFA. Only the recognized FNS authorized signature can bind the USDA, Food and Nutrition Service to the expenditure of funds related to an award's approved budget.

TERMS AND CONDITIONS OF APPLICATION APPROVAL

The awardee is responsible for the implementation of the approved application.

1. For ITOs/SAs applying as a consortium, the lead agency must assume responsibility for the consortium's compliance with these terms and conditions.
2. The awardee shall ensure that all expenditures paid under an approved FDPNE grant (whether supported by Federal or matching funds) are incurred for authorized activities. FDPNE funds must be managed in accordance with Federal administrative rules, regulations, and procedures.
3. In accordance with FNS Instruction 716-4 (find this instruction at http://www.fns.usda.gov/fdd/forms/fns_instructions.htm), the awardee may redirect funds between direct cost line items in their approved budgets to meet unanticipated needs.
4. The awardee is responsible for ensuring that FDPNE operators spend funds appropriately and for providing technical assistance to any sub-grantees to ensure that all projects support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.

FINANCIAL REPORTING REQUIREMENTS

The award recipient will be required to enter the SF-425, Financial Status Report data into the FNS Food Program Reporting System (FPRS) on a quarterly basis. In order to access FPRS, the grant recipient must obtain USDA e-Authentication certification and access to FPRS. More detailed instructions for reporting will be included in the FNS Federal financial assistance award package.

1. **Quarterly Reporting:** Use Form SF-425, Federal Financial Report, to report status 30 days after the end of each quarter for which funding is received. (For example January 30, April 30, July 30, and October 30.)
2. **Final report:** Use Form SF-425, Federal Financial Report to report final expenditures. Report matching contributions for the FDPNE grant on the SF-425. The final Federal Financial Report is due June 30, 2014, 90 days after the end of project period of performance.

3. Note: the lead agency of a consortium must submit a consolidated SF-425 that reflects the total outlay of FDPNE funds by all members of the consortium and the total matching contributions of all members of the consortium.
4. The awardee must ensure that FDPNE operators spend funds appropriately and must provide technical assistance to sub-grantees to support the ITO's/SA's FDPNE goals and objectives. The awardee is fully liable for repayment of Federal funds should those costs later be determined unallowable.

PROJECT REPORT REQUIREMENTS

The awardee is required to submit a project progress report and a project final report.

1. Project Progress Report: Each project must submit a brief Progress Report. The award letter specifies the due date and provides contact information for submitting the report to FNS. The report is generally due four to six months after receipt of award funds. FNS will provide a template approximately 30 days before the progress report is due. The information that follows is generally required for progress reports:
 - a) Project Summary (may be cut and pasted from the application submitted);
 - b) Project Goals (selected from a checklist);
 - c) Project activities completed or in progress (selected from a checklist);
 - d) The number of FDPIR participants reached through completed activities;
 - e) The steps taken to work on the project; and
 - f) Barriers to project implementation.
2. Project Final Report: The award letter specifies the due date and instructions for submitting the report. The report is due to FNS no later than 90 days after the end of the performance period. The report shall contain a project summary including, but not limited to, a description of all completed activities, how the project met its goals, lessons learned, **the total number of persons who participated in activities**, benefits experienced by participants, and future implications for the awardee. If the applicant is a consortium, the lead agency compiles results from all funded ITOs/SAs into a single report. FNS will provide a template approximately 30 days before the final report is due.

APPLICATION ADMINISTRATIVE INFORMATION

Any questions about this solicitation must be submitted in writing to:

Akua White, MS, RD
U.S. Department of Agriculture, FNS
3101 Park Center Drive Room 508
Alexandra, VA 22302
E-mail: akua.white@fns.usda.gov

CODE OF FEDERAL REGULATIONS AND OTHER GOVERNMENT REQUIREMENTS

This grant will be awarded and administered in accordance with the following regulations and the corresponding OMB Circulars that establish the principles for cost determination found at 2 Code of Federal Regulations (CFR), Subtitle A, Chapter II: Part 220, Education Institutions (OMB Circular A-21); Part 225, State, Local and Indian Tribal Governments (OMB Circular A-87); and Part 230, Non-Profit Organizations (OMB Circular A-122). Any Federal laws, regulations, or USDA directives released after this RFA is posted will be implemented as instructed.

1. Government-wide Regulations

- 2 CFR Part 25: “Universal Identifier and Central Locator Contractor Registration”
- 2 CFR Part 170: “Reporting Sub-award and Executive Compensation Information”
- 2 CFR Part 175: “Award Term for Trafficking in Persons”
- 2 CFR Part 180: “OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)”
- 2 CFR Part 417: “Office of the Chief Financial Officer: Department of Agriculture Implementation of OMB Guidance on Non-Procurement Debarment and Suspension”
- 41 U.S.C. Section 22 “Interest of Member of Congress”

2. USDA Regulations

- 7 CFR Part 15: “Nondiscrimination”
- 7CFR Part 253: “Administration of the Food Distribution Program for Households on Indian Reservations
- 7CFR Part 254: “Administration of the Food Distribution Program for Indian Households in Oklahoma
- 7 CFR Part 3015: “Uniform Federal Assistance Regulations”
- 7 CFR Part 3016: “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”
- 7 CFR Part 3018: “New Restrictions on Lobbying”
- 7 CFR Part 3019: “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations”
- 7 CFR Part 3021: “Government-wide Requirements for Drug-Free Workplace (Financial Assistance)”
- 7 CFR Part 3052: “Audits of State, Local Governments, and Non-Profit Organizations”

RFA APPLICATION CHECKLIST

All applications submitted under this RFA must contain the applicable elements described in this announcement. Use the following checklist to ensure that the proposal is complete and in the proper order prior to submission.

- ✓ Read the RFA carefully, usually more than once.

- ✓ Have you obtained a Dun and Bradstreet Data Universal Numbering System (DUNS) number? Have you prepared and submitted the appropriate forms as shown under the Required Grant Applicant Forms section of this RFA?
- ✓ Have you included your contact information: telephone number, fax number, and e-mail address?
- ✓ Have you addressed, met, and considered any program specific requirements or restrictions?
- ✓ Is the project's proposal clearly stated?
 - Does it comply with any format requirements?
 - Does it comply with the page limitation?
 - Most importantly, does it directly relate to the RFA's objectives and priorities?
 - Do not assume that reviewers know anything about your organization and its work.
- ✓ Have one or more persons read your proposal that did not participate in its writing and ensure that it was clear to them?
- ✓ Is the budget summary included?
 - Does it agree with the calculations shown on the SF-424A budget form?
 - Is the budget in line with the project description?
- ✓ FNS reserves the right to request additional information not clearly addressed in the initial application.

RFA BUDGET NARRATIVE CHECKLIST

This checklist will assist you in completing the budget narrative portion of the application. Please review the checklist to ensure the items below are addressed in the budget narrative.

NOTE: The budget and budget narrative must be in line with the project description and proposed project activities. (FNS reserves the right to request information not clearly addressed.)

	YES	NO
Personnel		
Did you include all key employees paid for by this grant under this heading?		
Are employees of the applicant's organization identified by name and position title?		
Did you reflect percentage of time the Project Director would devote to the project in full-time equivalents (FTE)?		
Fringe Benefits		
Did you include your organization's fringe benefit amount along with the basis for the computation?		
Did you list the type of fringe benefits to be covered with Federal funds?		
Travel		
Are travel expenses itemized? For example origination/destination points, number and purpose of trips, number of staff traveling, mode of transportation and cost of each trip.		
Are the Attendee Objectives and travel justifications included in the narrative?		
Is the basis for the lodging estimate identified in the budget? For example, include excerpt from travel regulations.		
Equipment		

Is the need for the equipment justified in the narrative?		
Are the types of equipment, unit costs, and the number of items to be purchased listed in the budget?		
Is the basis for the cost per item or other basis of computation stated in the budget?		
Supplies		
Are the types of supplies, unit costs, and the number of items to be purchased reflected in the budget?		
Is the basis for the cost per item or other basis of computation stated?		
Contractual (FNS reserves the right to request information on all contractual awards and associated costs after the contract is awarded.)		
Has the bona fide need been clearly identified in the project description to justify the cost for a contract or sub-grant expense(s) shown on the budget?		
A justification for all Sole-source contracts must be provided in the budget narrative prior to approving this identified cost.		
Other		
Consultant Services. – Has the bona fide need been clearly identified in the project description to justify the cost shown on the budget. The following information must be provided in the justification: description of service, the consultant's name and an itemized list of all direct cost and fees, number of personnel including the position title (specialty and specialized qualifications as appropriate to the costs), Number of estimated hours X hourly wages, and all expenses and fees directly related to the proposed services to be rendered to the project.		
For all other line items listed under the "Other" heading, list all items to be covered under this heading along with the methodology on how the applicant derived the costs to be charged to the program.		
Indirect Costs		
Has the applicant obtained a Negotiated Indirect Cost Rate Agreement (NICRA) from a Federal Agency? If yes, a copy of the most recent and signed negotiated rate agreement must be provided along with the application.		
If no negotiated agreement exists, the basis and the details of the indirect costs to be requested should also be reflected in the budget.		

APPENDIX A: APPLICATION CONTENT TEMPLATES - IMPORTANT!

IMPORTANT! The pages that follow, Appendix A, contain application content templates. FNS strongly recommends using the templates to document your application. Complete pages 15 through 21 below. Type directly onto the template pages and submit as instructed with all other required documents.

FOOD DISTRIBUTION PROGRAM NUTRITION EDUCATION (FDPNE) GRANT APPLICATION - FISCAL YEAR 2013

SECTION I: APPLICANT INFORMATION

ORGANIZATION NAME:	
ORGANIZATION ADDRESS:	
CONTACT PERSON: TITLE:	
PROJECT DIRECTOR:	
E-MAIL ADDRESS:	
PHONE NUMBER:	
FAX NUMBER:	

APPENDIX A- FY 2013 FDPNE APPLICATION

SECTION II - ORGANIZATION INFORMATION

Instruction: Use the space below to describe your organization. Providing a list or a narrative statement is acceptable. Include the following information:

- Administrative structure of the organization and the FDPIR. (You may submit the same background information included in your FDPIR Plan of Operation)
- Unique features of the Reservation or geographic location. (You may submit the same background information included in your FDPIR Plan of Operation)
- Number of FDPIR families served per month and number of FDPIR participants served per month
- Current nutrition education efforts, any resources available, and partnerships.

APPENDIX A-FY 2013 FDPNE APPLICATION

SECTION III - PROJECT SUMMARY

Instruction: Use the space below to provide a short summary of the project. Include the following information.

- Brief, specific details regarding the activities you will conduct, how many participants you will reach with each activity or session, and the results expected.
- Designate a Project Director/Coordinator. Write the name of that person, or, indicate that you intend to hire a person to fulfill this position. For more complex projects, we recommend the Project Director contribute a minimum of 25% time.
- Provide a list of staff that will work on the project and their responsibilities.
- Target Audience: Provide brief details about who will benefit from your nutrition education activities. For example, FDPIR participants or those eligible, reservations they reside on, their ages and gender, other program sites where recruitment will occur.
- How the organization will continue nutrition education activities after the funding period ends.
- List all organizations, agencies, or individuals who will provide or assist with nutrition education and describe the services they will provide.
- If the applicant is a consortium, identify the member organizations of the consortium. Attach Memoranda of Agreements from all participating FDPIR programs.
- **Written agreements. Describe agreements and collaborations with sub-grantees and other programs or organizations. Attach Memoranda of Agreements with Sub-grantees and partners and submit with your application.** Sub-grantees must sign an agreement with the FDPIR allowance holder that documents programmatic and fiscal agreement between the FDPIR allowance holder and the sub-grantee. Submit the agreement with your application.

APPENDIX A-FY 2013 FDPNE APPLICATION

SECTION IV - PROJECT GOALS:

Choose up to two FDPNE goals. You must select at least one nutrition goal. Place an X on the line to select your goals, or write in your own nutrition goal below. It is acceptable to choose one nutrition goal only.

- ☐ Make half your plate fruits and vegetables;
- ☐ Eat whole grains;
- ☐ Switch to fat-free or low-fat milk products;
- ☐ Be more physically active*

OR: Write your own nutrition goal below. Base the goal on the recommendations found at ChooseMyPlate.gov or [Dietary Guidelines for Americans, 2010](http://DietaryGuidelinesforAmericans.com)

*If you selected the physical activity goal, explain how you will include nutrition education with your physical activities.

APPENDIX A- FY 2013 FDPNE APPLICATION

SECTION V – PROJECT ACTIVITIES and TIMELINE

Select the activities that will accomplish the project goals. Write the timeline and # of participants you expect to reach.

Choose all activities that apply (X)	Description	Timeline: When will this happen? (month(s)/year <u>or</u> # of weeks/months after receipt of award)	How many participants do you expect to reach?
	Develop nutrition education/food demonstration lesson plans		
	Schedule nutrition education/food demonstrations sessions		
	Purchase supplies		
	Purchase nutrition education materials		
	Purchase demonstration foods		
	Purchase garden supplies		
	Purchase incentives		
	Advertise project activities		
	Prepare garden site for planting		
	Provide nutrition education/food demonstration/garden education materials		
	Provide nutrition education sessions		
	Provide garden education sessions		
	Develop physical activity education lesson plan		
	Schedule physical activities		
	Purchase physical activity education materials		
	Provide physical activity materials to participants		
	Provide physical education activities		
	Refer participants to physical activity programs		
	Add your own activity		
	Add your own activity		
	Add your own activity		
	Add your own activity		

APPENDIX A- FY 2013 FDPNE APPLICATION

SECTION VI: PROGRESS and SUCCESS CHART	
Choose the method(s) you will use to monitor the progress and success of your FY 2013 nutrition education project. You must collect data and provide the number of participants you expect to reach. For example, collect data on the number of participants who attend a nutrition education class, the number of participants who receive nutrition education handouts, or compare the knowledge gained by participants after they have taken a class.	Select the method(s) you will use (X)
Participant Surveys	
Pre-and post test results, topic of tests; number of persons who will take the test	
Nutrition education session sign-in sheets	
Food demonstration sign-in sheets	
Number of participants referred to other agencies for nutrition or physical education	
Physical activity demonstration session sign-in sheets	
Observations of activities (Include the # of activities observed and # of participants observed)	
Photos or videos	
Other: Please Explain	

APPENDIX A- FY 2013 FDPNE APPLICATION

SECTION VII. BUDGET NARRATIVE WORKSHEET

See the Budget Checklist, beginning on Page 13, for additional information

Use this chart to explain the budget amounts requested on the SF 424 documents:

Budget Categories	Description
1. Personnel	
Fringe Benefits :	
2. Travel	
a. Out of State	
b. Local	
3. Equipment	
4. Supplies	
a. Office Supplies	
b. Other Supplies	
5. Contracted Staff	
Other contracted services	
6. Nutrition Education Materials	
7. Physical Activity Materials	
8. Incentives	